

Government of West Bengal
Paschim Banga Society for Skill Development
Department of Technical Education Training and Skill Development
Karigari Bhavan, Action Area III, Rajarhat, New Town, Kolkata, 700160

Memo No:-I/780731/2026

Date:-15-06-2026

**NOTICE INVITING QUOTATION (NIQ) FOR FOR HIRING OF TAX CONSULTANT FOR
INCOME TAX AND RELATED SERVICES**

Sealed quotations are invited by Paschim Banga Society for Skill Development (PBSSD) for engaging reputed Tax Consultants for providing the services quoted in the subject for the FY 2026-27.

The Quotation must be submitted to the Office of the Project Director, PBSSD, Karigari Bhaban, 3rd Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160 on or before 3:00 P.M. of 23/06/2026 and will be opened on the same day at 3:30 PM.

A. Scope of Work:

1. Filling and submission of Quarterly TDS Return - Form 26Q within the time limit as per the Income Tax Department.
2. Filling and submission of Quarterly TDS Return - Form 24Q within the time limit as per the Income Tax Department.
3. Generation and providing TDS Certificate quarterly - Form 16A -Other Parties within the time limit as per the Income Tax Department.
4. Generation and providing TDS Certificate yearly - Form 16 (Part-A & Part-B) within the time limit as per the Income Tax Department.
5. Filling and submission of Profession Tax Return (Staff) -Yearly within the time limit as prescribed by the State/Central Government.
6. Renewal of Society Professional Tax Enrollment/ Registration - Yearly
7. Filling and submission of revised/correction of submitted TDS - Quarterly


B. Eligibility Criteria:

1. Applicant firm should have valid entity in the name of the organization.
2. Valid Pan Card

C. Terms & Conditions:-

1. The tax consultant firm has to conduct the submission and filling of TDS, Profession Tax and allied services from the financial year 2026-27.
2. The Hiring of Tax Consultant for the period of 01(One) year and subsequent renewal for further 02(two) more year on the basis of satisfactory performance (if required).
3. Rates must be quoted in figures and words with proper signature and date by the authorized signatory in the prescribed format as per **Annexure "A"** only and submit in a sealed envelope super-scripting "QUOTATIONS FOR HIRING OF TAX CONSULTANT FOR INCOME TAX AND RELATED SERVICES". In case of discrepancy, the rates quoted in words will be taken as valid.
4. The intending bidders will have to submit self-attested photo copies of all documents mentioned in Clause no. B above.
5. Rates are inclusive of all Taxes and any other Charges (if any) in complete stage.

6. Income Tax & GST will be deducted as applicable as per Government Rules.
7. Only submission of rates/NIQ doesn't confirm subsequent Work Order.
8. Sub-letting the work will not be allowed.
9. The tax consultant firm will not be allowed to take out any record of the society without the permission of the Director (Finance), PBSSD.
10. The firm shall strictly comply without fail with all the rules and regulations as applicable for the time being in force.
11. Rates offered by the successful firm shall remain valid for Two Year (starting from issuance of Work Order) or for such extended period as may be mutually agreed upon.
12. The PBSSD reserves the right to reject the Quotation without assigning any reason for it.
13. Submission of NIQ or being L1 in NIQ does not bind PBSSD to place the work order. Decision of PBSSD will be final & binding on all.
14. Payment on successful work will be made only after receipt of the certified payment voucher not below the rank of ADF/DDF/DF, PBSSD.
15. Submission of rates only assumes that party as agreed all the terms & conditions of PBSSD and will abide by that in all circumstances.
16. Quotation received after the due date will not be considered.
17. No conditional quotation will be accepted in any case, a conditional quotation shall be summarily rejected.
18. The Decision of the Project Director, PBSSD is final & binding on all.
19. For any queries, please write to us at pbssdwb@gmail.com & ddfpbssd@gmail.com.


Sr. Special Secretary, TET&SD
& Project Director, PBSSD

Copy for wide circulation to:

1. Notice board of PBSSD
2. PBSSD Website (PBSSD.GOV.in)

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ANNEXURE I

QUOTATION

(To be submitted on the letterhead of Tax Consultant firm with stamp and signature)

To,
The Project Director,
Paschim Banga Society for Skill Development
Room No. 326, Karigari Bhawan,
B/7, Action Area-III, Newtown, Kolkata-160

Madam/Sir,

With reference to your notice inviting quotation vide no.----- Dated _____, we are hereby submitting the following Quotation/ information -

Sl. No.	Work Description	Unit	Rate Offered as per Unit (in Rs.) Including all taxes and charges	Rate Offered for the complete FY (in Rs.) Including all taxes and charges
1	Filling and submission of Quarterly TDS Return - Form 26Q within the time limit as per the Income Tax Department.	Quarterly		
2	Filling and submission of Quarterly TDS Return - Form 24Q within the time limit as per the Income Tax Department.	Quarterly		
3	Generation and providing TDS Certificate quarterly - Form 16A -Other Parties (less than 100 parties) within the time limit as per the Income Tax Department	Quarterly		
4	Generation and providing TDS Certificate yearly - Form 16 (Part-A & Part-B) (less than 15 parties) within the time limit as per the Income Tax Department.	Yearly		
5	Filling and submission of Profession Tax Return (Staff) -Yearly within the time limit as prescribed by the State/Central Government.	Yearly		
6	Renewal of Society Professional Tax Enrollment/ Registration - Yearly	Yearly		
7	Filling and submission of revised/correction of submitted TDS - Quarterly	Quarterly		
Total				

DECLARATION CERTIFICATE

I / We hereby certify that we have fully read and thoroughly understood the Quotation requirements and accept all terms and conditions of the Quotation including all corrigendum /addendum issued, if any.

In addition, we are aware that incomplete / incorrect submission may lead to the quotation being not considered.

Name of the Agency:
Full Address:
Signature of quotationer:
Contact No:
Email Id:
Date :